



2023-2026 COMMERCIAL PROJECT BUILDING PERMIT SUBMITTAL CHECKLIST

**This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail are included before accepted for review.
 APPLICANT SIGNATURES REQUIRED ON PAGE 5**

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2023

2022 California Building Code (CBC)	2022 California Fire Code (CFC)
2022 California Plumbing Code (CPC)	2022 Non-Residential Energy Standards (T24)
2022 California Mechanical Code (CMC)	2022 CAL Green
2022 California Electrical Code (CEC)	City Ordinances and State Laws

DESIGN CRITERIA

<u>Minimum Soil Bearing:</u> 1,500 PSF	<u>Climate Zone:</u> 11
<u>Ground Snow Load:</u> 34-51 PSF	<u>Wind Design Speed (ASCE 7-10):</u>
<u>Seismic Design Category:</u> D	Exposure Category B/C, Vult-110, Vasd-85

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS

***** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO APPLICANTS *****

Applicants (property owners / licensed professionals) can apply online at: <https://aca-prod.accela.com/grassvalley/default.aspx>
 PDF submittals can be uploaded via the online portal and must be complete with all required documents clearly labeled (e.g. Site Plan, Structural Calculations, Truss Calculations, etc.)

AFTER YOUR APPLICATION IS SUBMITTED THE CITY WILL ASSESS FEES AND PROVIDE THE AMOUNT DUE TO THE EMAIL ADDRESS LISTED IN THE ONLINE APPLICATION

Applicant Use:	Project Intake Completeness Checklist	Staff Use Only:
Included N/A		Included Missing

PDF # 1

Applicants must submit all plan sheets combined and in order in one (1) single PDF

File to be Named: Address_Permit#_PC1_Plans

	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines		
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PDF # 2

Applicants must submit supporting documents in one (1) single PDF with cover page

File to be Named: Address_Permit#_PC1_SupDocs

	Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR, Soils Report or Letter		
	Structural/Engineering Calculations (if applicable)		
	Energy Code Compliance Documentation (if applicable)	Click here for website	
	Truss Calculations and Shop Drawings		
	Hazardous material declaration: List type & quantities of chemicals stored on site.		
	Food equipment cut sheets (for food service facilities)		
	Access Compliance Review Supporting Documentation Manufacturers' product data sheets for door hardware, plumbing fixtures, showers, lifts, restroom accessories, etc.		
	Special Inspection and Testing Agreement (if applicable)	Click here for agrmt.	
	Construction & Demolition (C&D) Recycling Form	Click here for form	
	ADA Hardship Form (if applicable)	Click here for form	

Important Note(s):

- *List all deferred submittal items on the title or cover sheet and include a schedule of the anticipated date for submittal of each deferred item with the following Deferred Submittal Policy Statement:*
 - *Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.*
 - *All deferred submittals require separate plan reviews and permit issuance.*
- Additional fees will apply based on valuation and fee schedule in effect of time of actual submittals.*
- *Two sets of documents and one PDF are required to be submitted to The City of Grass Valley Building Division in a timely manner but not less than 30 business days prior to installation.*

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant
Use N/A if design professional determines requested information is not applicable

1. General Information (cover sheet):	Sheet #
Project name, address and Assessor Parcel Number (APN), owner's name, address, email, and phone number	
Design Professional(s) name, title, address, email, and phone number	
List of current applicable codes (See Box 1, Page 1 of this document)	
Occupancy group(s) and type of construction, fire sprinklers	
Gross square footage for each separate occupancy classification	
Detailed description of scope of work	
Index of drawings and all sheets numbered	
Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, compaction, embedded anchors, structural masonry, welding, high strength bolts, etc.	
2. Plot/Site Plan (Click here for example) / Civil Drawings	Sheet #
Drawn to scale, lot dimensions showing whole parcel and all property lines including parcel square footage, enlarged site plans for areas of work, identify all property corners, setback lines, and recorded easements, percentage of slope to provide drainage, fire laterals, hydrant placement, apparatus turning capabilities, stormwater management, etc.	
Building footprint - providing dimensions of all structures and distance to property lines and/or identify location within building footprint where work is being done uses of adjacent space or suites	
Accessible Path of Travel improvements including accessible route(s) from the area(s) of alteration to each of the following elements: public transportation stops, public way, accessible parking, accessible passenger loading zones, and restroom(s) serving area where improvements are occurring	
All parking spaces identified and detailed - EV, accessible parking spaces including percentage of slope at accessible parking and loading zone, path of travel, door landings, curb cuts, detectable warnings, tow away signage, fire hydrant markings, directional signage and parking ratio calculations for each parking lot	
Location of CAL Green required elements including but not limited to proposed clean air vehicles (CAV) parking, covered entries, recycle bins, bike storage, etc.	
Defensible Space plan identifying trees to be removed/trimmed/remain, include details for methods of compliance: Tree trimming, tree spacing, and undergrowth allowance	
A Grading Plan (unless submitted under a separate permit), showing the present contours of the land, the proposed final grade and location of improvements and details of drainage structures, walls, cribbing, and surface protection (City of Grass Valley Construction Standards – Grading)	
Means of Storm Drainage Compliance: <ul style="list-style-type: none"> • Proposed final grade in relation to crown of street or other elevated surfaces • Water diverted to swales or drains and surfaces within 10' of the foundation need to slope away (minimum fall 6" within 10' of foundation) 	
All fencing and gates shown, indicating required exit gates, panic hardware and widths (including outdoor dining areas)	
Show locations of and coordinate with Civil/MEP/Structural sheets as applicable: <ul style="list-style-type: none"> • Electrical rooms / gas meters and shelters • Sewer lines and clean out location water lines w/meter or well location and backflow devices • Access roadways with driveway/egress location, curbs and gutters • Fire riser room, hydrant locations, FDC, backflow devices (with associated pads and "hot boxes" • Trash enclosures with employee workspace with disabled access 	
3. Floor Plan (Demolition Plan, Existing Floor Plan and Proposed Floor Plans)	Sheet #
Identify all windows/doors, with schedules along with applicable energy compliance	
Label each room use	
Identify any rated corridor systems, stairwells, floor ceiling assemblies, etc. Occupancy separation and fire details with GA file numbers or equivalent, along with specific details regarding fire proofing bearing members, joints, penetrations and openings and all UL/ASTM/GM/Manufacturing Standards	
Show locations of restrooms, service counters, dining tables, signs, etc. with disabled access requirements	
Show construction information for any tenant walls / demising walls including lateral bracing, R-Values, STC ratings IIC rating, and all floor/ceiling fire and sound separations	
Seating plan within assembly uses and restaurants and posted occupant loads	
Location, type, and sizes of all portable fire extinguishers	
Storage layout (aisle widths) and shelving plans (engineering may be required).	
Detailed interior elevations and sections including dimensions, ceiling types, support, and bracing details	

Door, hardware, windows and finish schedules cross referenced to details. Specifically noting panic hardware, fire doors, doors with security hardware, and any fire-resistance-rated and tempered glazing/window assemblies, CBC 11A-11B operable parts	
Signage schedules, cross referenced to details of room identification and way-finding signage	
Casework and fixed furniture identified, including elevations, details, anchorage per CBC chapter 16 and required accessibility clearances and features	
All equipment identified and anchorage detailed CBC chapter 16	
Walk-in refrigerators and freezers identified and detailed and coordinated with other applicable sheets	
WUI (Wildland-Urban Interface) building materials, systems and/or assemblies used in the exterior design	
4. Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
Building Elevations showing (not required for interior remodels/TIs): <ul style="list-style-type: none"> • Elevations from each view i.e. front back, left, right or north, south, east, and west • Addressing, ISA signage and Knox box location(s) • Finish floor elevations with respect to contour elevations on the site plan • Roof pitch of each roof plane (If more than one roof pitch is proposed, provide a roof plan) 	
Fire Separation Compliance: <ul style="list-style-type: none"> • Distance illustrated measured perpendicular to the exterior wall • Distance illustrated between the building and lot lines, centerline of a street or alley • Fire-resistance-rated horizontal assemblies, ceilings and floors identified and detailed 	
5. Mechanical Plans	Sheet #
Mechanical equipment schedule, unit locations, equipment CFMs (cubic feet per minute rating), unit operating weights and cross-reference to anchorage details Indicate which rooms are to be conditioned and minimum ventilation and outside air is compliant with CMC Chapter 4 and CEC requirements	
Anchorage details for ducts and piping	
Mechanical and piping penetrations at fire-resistance-rated walls, shear walls, headers, lintels, floors and roofs identified, and cross referenced to applicable architectural or structural details	
Locations of all fire/smoke dampers, supply/return registers and ducting indicated with details and cross-referenced to applicable architectural or structural details	
Location of all gas fireplaces, water heaters, FAU's, and boilers with size and location of all combustion air openings	
Fume hood system (e.g.: Type I kitchen hoods) shown including weight and exhaust duct identified and detailed along with gravity support and lateral bracing for kitchen hoods	
Any special systems indicated, including smoke removal, special venting, dust collection and all interfacing equipment identified and detailed with required anchorage design	
6. Plumbing Plans	Sheet #
Water heating system and location of equipment identified (food service project- ensure environmental management approval is coordinated)	
Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials	
Plumbing fixture schedules with flow rates and flush volume indicated in accordance with CAL Green Code Section 5.303.3	
Provide water sizing/DWV calculations and drainage fixture count and pipe sizing calculations	
Show location of all backflow assemblies and incorporate cut sheets contact STPUD and/or other applicable service provider for further information	
Size, type and termination location of any gas vents, dryer vent, environmental air vents	
Location of all gas fireplaces, water heaters, FAU's, boilers with size and location of all combustion air openings	
Gas schematic (prepared by a license plumber or engineer) showing length of each pipe, dimension of each pipe & BTU's of each appliance on that line, starting at main. Include the total length of each branch	
Details of any rated shafts and corresponding GA-File number and/or Fire Barrier Duct Wrap UL information; including installation details in accordance with State Fire Marshall regulations	
Coordinate all fire rated duct enclosures, with dimensions, details, and construction listing a (U.L. or equal) for the duct enclosure (shaft)	
Required Note on Plans: Air Testing of laterals must be coordinated through applicable service provider prior to requesting city final inspection	
Required Notes on Plans: All water supply piping shall be protected from freezing. All water piping shall be installed in such a manner to allow for the system to be drained. Water piping shall not be installed or concealed in un-insulated walls, ceilings, and attics	

7. Electrical Plans	Sheet #
Show locations of switchgear, panels subpanels, and fixed equipment (clear workspace, access, etc.)	
A/C rating (new building) disconnect sizes and service upgrades	
Conduit and conductor (type, size, etc.) types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	
Indicate grounding electrode, conductor location and size	
Single line electrical diagram must be provided	
Panel schedules and load calculations shall be provided	
Equipment/fixture schedule with weights and reference to anchorage details shall be provided	
Energy Code Certificate of Compliance forms shall be included on plans . Show circuits for devices and lighting including nonresidential indoor daylighting control requirements	
Interior and exterior emergency lighting / exit signs and dedicated circuits identified as applicable per CEC700.10 New and existing exit signs located	
Assistive Listening Systems identified and detailed	
Location of all duct detectors, smoke detectors, etc. coordinated with other discipline sheets	
Egress lighting exterior and interior, stairway, area of refuge illumination	
8. Structural Plans	Sheet #
Coordinate all Special Inspections listed on Architectural and Structural Sheets into Special Inspection Program on Cover Sheet	
Design Criteria and Construction Materials: Specific items noted on the plans as specified in various code sections including Chapters 1, 16, 17 and 18. Include material specifications and loading criteria	
<p>Drawings should contain information as noted in IBC Section 1603, including but not limited to:</p> <ol style="list-style-type: none"> Size, section and relative locations of structural members Material specifications: Specify requirements for structural materials used for the project including both generic materials and proprietary elements Soil design parameters: Bearing pressure, lateral pressure, and reference to geotechnical report as applicable Floor live load: Uniform, concentrated and impact loads shall be indicated Roof live and snow loads Wind design data: Note the wind parameters used for the design. Include basic wind speed (V), exposure category, topographic factor (Kzt), occupancy category and wind importance factor (I) Seismic design data: Note seismic parameters used for the design. Include mapped acceleration parameters (Ss and S1), occupancy category and seismic importance factor (I), seismic design category, seismic force-resisting system(s), seismic response coefficient(s) (Cs), and response modification coefficient(s) (R) Flood load: See IBC section 1603.1.6 if applicable Special loads that are applicable to the design of the building or structure 	
Structural Observations – Where required by IBC Section 1709 , the requirement listed and identified on cover sheet and structural plans	
Show all new / existing foundation/footings and provide for crawl space access to all areas	
Show footing details, exterior and interior pier / spread footing legends, anchor bolt layout, hold-down locations, mudsill requirements etc. (frost depth minimum 18")	
Show locations and provide installation details for all embedded hardware and reinforcing steel. Include a note that all embedded hardware requires an inspection to check depth of hole, cleanliness and epoxy type	
Detail Moisture Protection: Drainage by perforated pipe or other approved drain system, applied to the exterior of the foundation, in areas with a high-water table or other known severe soil-water conditions	
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, section drawings and all structural details as appropriate	
<p>Framing Plans</p> <ul style="list-style-type: none"> Separate framing plans for all floors and roofs are required, including dimensions Specify grade/species, size and spacing of all framing members Provide alpha and numeric grid lines. Or other method to correlate structural design calculation results and drawings Required connections of each member (e.g. girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.) Engineer's callouts provided in calculations must be specific on plans. All details described in the structural calculations must be shown on the plans <p>Details for connections to effectively demonstrate structural and code compliance</p>	

9. Building Envelope and Energy Code Compliance (CA Energy Commission Website)	Sheet #
Title 24 Energy Calculations: Incorporated into plan set pages, including but not limited to: ENV 1, ENV Mandatory Measures, MECH 1, LTG1, LTG Mandatory Measures, OLTG1, pages (if applicable)	
Building Energy Efficiency Standards -Required Note on Plans: At final inspection, builder is required to leave in the building, copies of the completed, signed, and submitted compliance documents for the building owner at occupancy. Such information shall, at a minimum, include copies of all Certificate of Compliance, Certificate of Installation, and Certificate of Verification documentation submitted	
Building Energy Efficiency Standards -Required Note on Plans: Ventilation information: Builder to leave in the building, for the building owner at occupancy, a description of the quantities of outdoor air that the ventilation system(s) are designed to provide to the building's conditioned space, and instructions for proper operation and maintenance of the ventilation system	
Exterior wall envelope - Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings	
Balconies or other elevated walking surfaces - Provide details for all elements of the impervious moisture barrier system. The construction documents shall include manufacturer's installation instructions	
10. Landscape Plan	Sheet #
Show all existing and proposed landscaping	
Show all existing trees and trees proposed to be removed with diameter at breast height (DBH)	
Plan key showing quantities, container sizes, botanical designations	
Proposed ground cover or mulch application	
Show proposed irrigation system with components and specifications	
Model Water Efficient Landscape Ordinance calculation and explanation of compliance prepared and stamped by a CA licensed Landscape Architect (if necessary)	

I confirm that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____